

## **Points to consider when writing a college recommendation letter:**

- **Mention how you know the student.** At the beginning of the [recommendation letter](#), explain how you know the student and state how long you've known the student. If you're a teacher, state how many courses he or she has taken with you. If you are an employer, explain the student's role in your organization.
- **Include specific examples.** In the letter, provide specific examples of ways in which the person has demonstrated various skills and qualities. Try to think of examples from when the person was in your class or your company.
- **Remain positive.** State that you think this person is a strong candidate for the school. You might say something like you "recommend this person without reservation." Emphasize this especially at the beginning and end of the letter. After all, you want to help this student stand out.

### Sample Letters of Recommendation

#### Sample 1:

Dear Admission Committee:

I am pleased to recommend Anita School, who has been a student in my math class for the past three years. During that time, I have come to know her as a strong student and a role model for her peers.

Anita is a rare type of student who combines exceptional natural ability with a willingness and eagerness to learn. Anita is able to help her peers with difficult mathematical concepts, but does so in a way that is both practical and non-condescending. Although she is aware of her natural ability in the area of mathematics, Anita is constantly challenging herself. She is part of the school's Mathletics Team, which challenges local college/university students in mathematical competitions. She is also active in the community of the school by being a member of Greenpeace, and a cheerleader, while also playing defense on our school's soccer team.

Anita would make an excellent candidate for early admissions. I recommend her without hesitation. Should you have any questions, please feel free to contact me.

Sample 2:

I have known Beth Crawley for the past two years, having served as both her English teacher and her supervisor on the ABC High School newspaper. I believe Beth would be an excellent addition to XYZ College.

While a student at ABC High School, Beth has always challenged herself academically. She is an active participant in class discussions and grasps material quickly. She has superb written and verbal skills that are a pleasure for any teacher to encounter. Beth even tutors incoming high school freshmen who are struggling with their English courses.

Beth also excels in extracurricular activities. She has served as the features editor of our high school paper for the past two years and has written a number of insightful, thought-provoking articles. Her ability to delegate work to her assistant editors also reflects her organizational skills and strong leadership abilities.

Beth would bring so much to your school, both inside and outside of the classroom. If you have any questions regarding Beth's qualifications, please feel free to contact me at (555) 555-5555 or Kara.White@email.com.

Sample 3:

I highly recommend Peter Ballis as a candidate for XYZ College. I have served as Peter's supervisor in his capacity as a camp counselor at ABC Summer Camp for the past four years.

From serving as a counselor-in-training in eighth grade to being promoted to head counselor last year, I have watched Peter develop into a confident and capable leader.

Peter is extremely responsible; not only is he accountable for a group of fifteen children every summer, but, as head counselor, he also supervises the counselors-in-training and assists them with any issues they may have. On days when I am not on site, Peter is the counselor I know I can rely on to make sure the other counselors' days run smoothly. He is a natural leader who can always be counted on.

I am extremely impressed by Peter's organizational skills. Not only does he come up with detailed weekly schedules for his campers, but he also makes sure that his group arrives on time to every activity.

I know this ability to organize and budget time will serve him well in a college setting. Peter is an organized, intelligent, and capable young man who would be an excellent addition to your school. Feel free to contact me with any questions at (555) 555-5555 or Madeleine.Grimes@email.com.